

## 2013 Election - Seasonal Job Description

Position Title	Office Support Specialist 1
Duties	Assist with various Election department activities: customer service, assist voters, process absentee ballots, answer phones, provide election information to the public, assist with conduct of election judge training and preparation of training and communication materials, assist with preliminary testing, sort and pack elections supplies; general clerical duties as assigned
Requirements	Attention to detail and ability to follow directions; written and verbal skills; ability to communicate clearly; comfortable working with and serving a diverse population; ability to manage time effectively; computer skills including Word, Excel and Outlook; understanding and application of databases; ability to learn and utilize automated systems; simple math skills; physical and emotional stamina; able to lift 40 lbs.
Desirable Qualifications	Fluency in a second language; public speaking skills
Placement Criteria	Quality of written application, personal interview, and experience. Continued placement dependent on performance.
Training Hours Required	2 hours of Election Judge training, Orientation to Minneapolis Elections & Voter Services
Other Training	May include as needed: Absentee Ballot Board, Health Care Judge and/or Train the Trainer instruction; and on the job training
Supervised by	Elections Director
Receives Work Direction From	Elections Director & Election Staff
Hourly Rate	Range \$15.878 - 17.051